DBID : 371700 and Audit Id : 106012 Audit Type : Full Audit

Audit Id: 106012 Audit Date: 11/08/2017



Auditee :	Quanzhou Baolijia Bags Co.,Ltd
Audit Date From :	11/08/2017
Audit Date To :	11/08/2017
Expiry Date of the Audit :	Please refer to the producer profile in the BSCI platform
Auditing Company :	BureauVeritas
Auditor's Name(s) :	Stanley Yang(Lead)
Auditing Branch (if applicable):	



# **BSCI Audit Summary Report**



This is an extract of the on line Audit Report. The complete report is available in the BSCI Platform.

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DBID: 371700 and Audit Id: 106012 Audit Type: Full Audit Audit Date : 11/08/2017



## **Rating Definitions**



Rating	A combination of ratings per performance area where:	Consequence
A OUTSTANDING	o Minimum 7 performance area rated A o No Performance area rated C, D or E  These are three examples:  A A A A A A A A A A A A A A A A A A A	The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.
B GOOD	o Maximum 3 performance area rated C o No performance area rated D or E  These are three examples:  A A A A A B B B B B B B B B B B B B B	The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.
C ACCEPTABLE	o Maximum 2 performance areas rated D o No performance area rated E  These are three examples:  A A A A A B B B B C C C D  C C C C C C C C D D	The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.
D INSUFFICIENT	O Maximum 6 performance area rated E  These are three examples:  A A A A A A A A A A D D D  A A A B B B C C C D D D E  D D D D D D D E E E E E E	The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.
E UNACCEPTABLE	O Minimum 7 performance areas rated E  These are three examples:  A A A A A A E E E E E E  A B B C D E E E E E E E  E E E E E E E E E E E	BSCI participants shall closely oversee the auditee's progress as it may represent a higher risk than other business partners
Zero Tolerance	A Zero Tolerance issue was identified (see Annex 5)	Immediate actions are required. The BSCI Zero Tolerance Protocol is to be followed.

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## **Main Auditee Information**



Name of producer :	Quanzhou Baolijia Bags Co.,Ltd										
DBID number :	371700										
Audit ID :	106012										
Address :	The 4th Floor of 1# Production building,No.77,Taikang Road, Xiantang Community, Changtai Subdistrict,Licheng District, Quanzhou										
Province :	Fujian Country: China										
Management Representative :	Mr. Su Shui Ping / General Manager										
Contact person:	Su Shui Ping	Sector :	Non-Food								
Industry Type :	Textiles, clothing, leather	Product group :	Footwear (including sport shoes)								
Product Type :											

DBID: 371700 and Audit Id: 106012

Audit Type : Full Audit





Audit D	etails														
Audit Range :						l Audit	☐ Fol	llow-up	Audi	it					
Audit Scope :					⊠ Mai	Main Auditee									
Audit Environment :				⊠ Ind	Industrial Agricultural										
Audit Announcement :					⊠ Ful	☑ Fully-Announced ☐ Fully-Unannounced ☐ Semi-Announced									
Random U	nannounced	Check (RUC	C):		No										
Audit extent (if applicable) : none															
Audit interf	erences or c	ontingencies	(if applicable	e):	none										
Overall rati	ng :					С									
Need of follow-up :         Yes         If YES, by :         11/08/2018															
Rating p	er Perfor	mance Ar	ea (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA	9	PA 10	PA 1	11	PA 12	PA 13	
С	В	Α	Α	В	D	D	Α	A		Α	Α		В	Α	

## **Executive summary of audit report**

The factory was established in 2015 and specialized in the manufacture of bags. It occupied part of 1/F and 4/F of one 5-storey building with a total area of approximately 3600 square meters. The factory also occupied the 6F and 7F of one 7-storey dormitory building. The main production activities in the factory are cutting, sewing, lasting, inspection and packing.

In the opening meeting, Mr. Su Shui Ping / General Manager, Mr. Ren / Production Manager, Mr. Li Jin Jin / Worker Representative, Ms. Cai / Official, attended the opening meeting.

The factory has 49 employees (male 23 and female 26), including 43 production employees and 6 office staffs. The youngest employee in the factory is 23 years old.

The factory uses finger print timecard system to record the working hours of employees. The factory operates one shift, the normal working hours are from 08:00 to 18:00 with lunch breaks from 12:00 to 14:00. According to the attendance time records for 20 permanent workers (Auditor randomly selected 5 samples' payroll and attendance records from August 2016, April 2017, June 2017 and July 2017 respectively), it was noted that the maximum overtime hours were 2 hour per weekday, 82 hours per month. And the maximum consecutive working days were 6 days.

Employees are paid by monthly rate and wages are paid by cash around the 30th day of the following month. Pay stubs are issued to employees and the employees sign the payroll records.

According to payroll records of 15 permanent workers (Auditor randomly selected 5 samples' payroll from August 2016, April 2017, June 2017 respectively), it was noted that the minimum wages paid to all employees was at least RMB 1700 per month, which was higher the local minimum wage of RMB 1350 per month since July 2015. Further, all sample employees were paid 150% of their normal wage for the overtime working hours on normal working days and 200% of their normal wage for the overtime working hours on the rest days. No overtime working hours were noted on statutory holidays.

According to the social insurance payment receipt provided by factory management, it was noted that only 12 out of 49 employees were provided with injury, illness, maternity, pension, unemployment insurances in July 2017. The factory had provided commercial insurance to all 49 employees from 10/05/2017 to 09/05/2018.

Confidential interviews were conducted with 5 employees from different departments. The attendance records were cross-checked against production records and no inconsistencies regarding working hours were found.

A closing meeting was held with the factory representatives and all of the findings were discussed. Mr. Su Shui Ping / General Manager signed the onsite CAP and agreed to take corrective actions.

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## **Ratings Summary**



Auditee's background information											
Auditee's name :	Quanzhou Baolijia Bags Co.,Ltd	Legal status :	Private Limited								
Local Name :	泉州宝利佳箱包制品有限公司	Year in which the auditee was founded :	2015								
Address:	The 4th Floor of 1# Production building,No.77,Taikang Road, Xiantang Community, Changtai Sub-district,Licheng District,	Contact person (please select) :	Su Shui Ping								
Province :	Fujian	Contact's Email :	sspspeed@163.com								
City:	Quanzhou	Auditee's official language(s) for written communications :	Chinese								
Region :	North East Asia	Other relevant languages for the auditee :	N/A								
Country :	China	Website of auditee (if applicable) :	N/A								
GPS coordinates :	None	Total turnover (in Euros) :	2500000.00								
Sector :	Non-Food	Of which exports % :	100.00								
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00								
If other, please specify :		Production volume :	40000 pieces per month								
Product Group :	Footwear (including sport shoes)	Production cost calculation :	Yes								
If other, please specify :		Lost time injury calculation cost :	No								
Product Type :											

Auditee's employment structure at the time of the audit											
Total number of workers : 49 Total num	ber of workers in the production unit to be	monitored (if applicable):									
	MALE WORKERS	FEMALE WORKERS									
Permanent workers	23	26									
Temporary workers	0	0									
In management positions	3	3									
Apprentices	0	0									
On probation	0	0									
With disabilities	0	0									
Migrants (national citizens)	20	24									
Migrants (foreign citizens)	0	0									
Workers on the permanent payroll	23	26									
Production based workers	0	0									
With shifts at night	0	0									
Unionised	0	0									
Pregnant		0									
On maternity leave		0									

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#### **Finding Report**



#### Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: C

Deadline date: 10/08/2018

#### GOOD PRACTICES:

None

#### AREAS OF IMPROVEMENT:

The auditee had set up an effective management system to implement the BSCI Code of Conduct. Senior manager had been appointed to ensure that the BSCI values and principles are followed in a satisfactory manner. Further, the auditee had identified their significant business partners, signed agreement on being comply with BSCI Code of Conduct, and meanwhile, the auditee accessed how they understand and apply the BSCI Code of Conduct. However, the auditee did not organize its workforce capacity properly to meet the expectations of the delivery order, and therefore employees worked in excess of the statutory overtime hour limits.

被审核方已建立了执行BSCI行为守则的有效管理体系。已委任高级经理执行BSCI行为守则的遵守。识别了主要的商业伙伴,与其签订了共同遵守BSCI行 为守则协议,且每年对其进行评估。但是,被审核方没能合理地组织劳动力的生产能力来满足预期订单的需求,造成员工的加班时间超过了法定的标准。

It was noted that the facility did not organise its workforce capability properly. This violated BSCI 1.4. 审核发现工厂没有合理的安排其员工劳动力。建议工厂按照BSCI要求改善。

#### Remarks from Auditee:

#### Performance Area 2: Workers Involvement and Protection

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: B

Deadline date:10/08/2018

#### GOOD PRACTICES:

#### AREAS OF IMPROVEMENT:

The overall observation showed that the auditee basically fulfilled the requirement of this performance area. The auditee had the worker representative in the year 2017, and the management representative hold meetings with worker representative every months. 整体观察表明,受审核方基本满足这个部分的要求,2017年选举了工人代表,工厂每月召开一次管理者代表和工人代表开会。

It was noted that the facility did not have a functioning and transparent system in place to guarantee that workers can address complaints in a confidential manner and receive a proper follow up within a reasonable period of time. This violated BSCI 2.5. 在评估中发现。企业没有建立完善及透明的管理系统以确保员工投诉的保密性,并确保能够在一个合理的期限范围内得到回复。根据按照BSCI 2.5要求改

#### Remarks from Auditee:

## Performance Area 3: The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: A

Deadline date

#### GOOD PRACTICES:

Per emoloyee interview, they feel free to joined any trade union, and they were encourage to interact with the worker representative or factory management. 员 工访谈发现, 员工可以自由加入工会, 并且被审核方鼓励员工与员工代表及管理层沟通。

#### AREAS OF IMPROVEMENT:

The auditee respect the righ of workers to form and to bargain collectively, and the auditee encourage to enforce the communication between worker representative and workers

工厂尊重员工推举代表和协商参与工厂事务的权利,工厂还鼓励员工代表多与员工沟通。

#### Remarks from Auditee:

#### Performance Area 4: No Discrimination

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: A

Deadline date

#### **GOOD PRACTICES:**

#### AREAS OF IMPROVEMENT:

The factory had established related non-discrimination policy and effectively cascade to all employees. All interview employees, especially female interviewees told auditor there was no discrimination within the factory.

工厂建立了明确的反歧视政策并且清楚地通过培训,员工手册告知员工。所有受访员工,尤其是女性都向审核员反映没有歧视。

#### Remarks from Auditee:

DBID: 371700 and Audit Id: 106012

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#### Performance Area 5: Fair Remuneration

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: B

Deadline date: 10/08/2018

#### **GOOD PRACTICES:**

Nil

#### **AREAS OF IMPROVEMENT:**

The overall observation showed that the auditee basically fulfilled the requirement of this performance area. The auditee complied with local minimum wage requirement to pay normal wage to employees, and the wages were issued in a timely manner, regularly and fully in legal tender. However, not all employees were provided with social insurance.

整体观察表明, 受审核方基本满足这个部分的要求。被审核方遵循当地最低工资标准为员工支付正常工资, 且会将工资按时, 定期并全额支付给员工。根据被审核方提供的工资表以及员工访谈, 员工工资没有被非法克扣。但是不是所有员工都提供了社保。

5.5 - According to the social insurance payment receipt provided by factory management, it was noted that only 12 out of 49 employees were provided with injury, illness, maternity, pension, unemployment insurances in July 2017. The factory had provided commercial insurance to all 49 employees from 10/05/2017 to 09/05/2018. No social insurance wavier was obtained by the factory. This violated Article 72 of the Labor Law of the People's Republic of China.

根据2017年7月社保单显示,工厂为12/49名员工购买全部五种保险。工厂已经从2017年5月10日起为所有49名员工购买了商业意外险。根据《中华人民共和国劳动法》第73条改善。

#### Remarks from Auditee:

None

#### Performance Area 6: Decent Working Hours

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: D

Deadline date: 10/08/2018

#### **GOOD PRACTICES:**

Nil

#### **AREAS OF IMPROVEMENT:**

The overall observation showed that the auditee basically fulfilled the requirement of this performance area. The auditee complied with local requirement of the normal working hours of 40 hours per week, and all employees had at least one day rest per 7 days. However, the overtime hours exceed the legal requirement of not exceeding the 36 hours overtime per month.

exceed the legal requirement of not exceeding the 36 hours overtime per month. 整体观察表明,受审核方基本满足这个部分的要求。被审核方遵循员工每周正常工作时间为40小时,每七天均至少有一天休息。但是被审核方员工的加班时间超出了法规要求的每月加班不超过36小时的要求。

6.2 - It was noted that 20 out of 20 sampled employees worked in excess of the statutory overtime hour limits. According to payroll and attendance records of 20 sampled workers (5 samples' payroll and attendance records from month recent paid month June 2017 and 5 samples' payroll and attendance records from August 2016 and April 2017 respectively, another 5 samples' attendance records were sampled from most recent yet to pay month July 2017) yield the following: 5 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 78 hours) in August 2016, which was not in compliance with the legal requirement; 5 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 78 hours) in April 2017, which was not in compliance with the legal requirement; 5 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 76 hours) in June 2017, which was not in compliance with the legal requirement; 5 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 82 hours) in July 2017, which was not in compliance with the legal requirement; This violated Article 41 of the Labor Law of the PRC

.根据厂方提供的工时记录, 审核员发现员工加班时间超出了法定标准。审核员从厂方提供的工资考勤记录中工抽取20个样本(其中从2016年8月抽取5个,从2017年4月抽取5个,从2017年6月抽取5个,另外从最近待发工资完整月2017年7月抽取5名员工,发现共有20名员工加班时间超出了法定标准,具体为:5/5名员工在2016年8月的加班时间为78小时,超过每月加班时间不能超过36小时的法律规定;5/5名员工在2017年4月的加班时间为78小时,超过每月加班时间为78小时,超过每月加班时间为86小时的法律规定;5/5名员工在2017年7月的加班时间为78小时,超过每月加班时间为82小时,超过每月加班时间为82小时,超过每月加班时间不能超过36小时的法律规定;5/5名员工在2017年7月的加班时间为82小时,超过每月加班时间不能超过36小时的法律规定;5/5名员工在2017年7月的加班时间为82小时,超过每月加班时间不能超过36小时的法律规定;建议工厂按照《中华人民共和国劳动法》第41条改善。

#### Remarks from Auditee:

None

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#### Performance Area 7: Occupational Health and Safety

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: D

Deadline date: 10/08/2018

#### **GOOD PRACTICES:**

Nil

#### AREAS OF IMPROVEMENT:

The overall observation showed that the auditee basically fulfilled the requirement of this performance area. The auditee basically complied with occupational health and safety (OHS) regulations. The auditee established fire safety policy, the emergency evacuation plan, and also regularly carried out risk assessment for safe, healthy and hygienic working condition. The auditee provided PPE to employees, and regularly conducted fire drills for employees. Further, the auditee provided safety training to employees. However, gap was still noted, for example, employees in the factory workshops did not participate in the risk assessment. Remark: The factory did not provided any food storing, eating or cooking area. No transportation was provided.

transportation was provided. 整体观察表明,受审核方基本满足这个区的要求。被审核方基本遵守了适合其业务活动的职业健康与安全法规。被审核方建立了消防程序文件,应急预案等,并定期执行了有关安全、健康和卫生工作条件的风险评估,为员工提供了足够的劳保用品,定期组织员工进行消防演习,对员工进行安全培训等。但是,仍然有部分不足,比如工厂员工没有参与工厂的风险评估。各注:工厂没有提供食物储存,食用或者烹煮区域,工厂没有提供交通工具给员工。

- 7.4 Per employees' interview, it was noted that employees in the factory workshops did not participate in the risk assessment. This violated the requirement of BSCI requirement.
  - 通过员工访谈, 审核员发现工厂员工没有参与工厂的风险评估。建议工厂根据BSCI7.4的要求进行改善。
- 7.7 1. It was noted that the factory did not install eye wash station at the area where chemicals were using and stored. This violated Article 26 of Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases. 2. It was noted that no safety label was posted on 1 out of 1 cleaner containers being used in the QC workshop. This violated Article 14 of the Regulation For Chemical Usage Safety in Work Place. 1. 审核员发现使用和储存化学品的区域没有配合洗眼器。根据《中华人民共和国职业病防治法》第26条。2. 审核员发现工厂品检车间1/1个正在使用盛装清洁剂的容器没有张贴安全标签。根据《工作场所安全使用化学品规定》第14条改善。
- 7.15 It was noted that 2 out of 2 emergency doors in the cutting workshop on the 1st floor were sliding door. The factory had installed the locked device to make sure it was open during the working hours. This violated BSCI 7.15 The factory had established the producer about management the sliding and sliding doors. They had assigned the security guards to open and closed the rolling door and sliding door daily. Check the locked device for it every 8 hours. The other emergency doors in the factory were out ward. The management stated that they will change it to open outward as soon as possible.
  - 1楼裁断车间2/2个安全出口使用的门为侧拉门,工厂已经加装了固定装置确保们在上班时间开启。根据BSCI7.15条改善工厂建立了侧拉门管理程序,安排保安在每天开启和关闭侧拉门。每隔8小时检查一次固定装置。其余的安全出口使用的门均为外开门。工厂表示,将尽快改装外开门。
- 7.17 It was noted that 7/7 high sewing machines were not equipped with eye protector and pulley guard; 4/4 computer sewing machines were not equipped with eye protector; 50/50 sewing machines were not equipped with needle guards. This violated the Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene

审核发现,工厂7/7台高车没有安装护目器和皮带轮保护罩;4/4台电脑车没有安装护目器;50/50台针车没有安装针档。根据《生产设备安全卫生设计总则(GB5083-1999)》第6.1.6条改善

#### Remarks from Auditee:

None

#### Performance Area 8: No Child Labour

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: A

Deadline date:

#### **GOOD PRACTICES:**

Nil

#### AREAS OF IMPROVEMENT:

The factory established its child labor forbidden policy. It was noted that the HR related officer had to check the ID and age during the hiring process. Through management interview, worker representative interview and employee interview, all knew the child labor forbidden policy and confirmed no child labor in the factory.

工厂建立了禁止童工政策。负责招聘的相关HR人员知道他们必须严格核实新近员工的年龄。员工面谈, 员工代表面谈和管理层面谈都证实清楚的知晓禁止童工政策并且确定工厂没有童工。

#### Remarks from Auditee:

#### Performance Area 9 : Special protection for young workers

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: A

Deadline date:

#### **GOOD PRACTICES:**

Nil

#### AREAS OF IMPROVEMENT:

There were no young workers in this factory. The factory had established related policies to ensure young workers' working time and not to contact with hazardous materials.

审核发现这个工厂没有未成年工。工厂建立了完整的未成年工保护政策,包括工作时间和禁止未成年工接触有毒化学品等等。

#### Remarks from Auditee:

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#### Performance Area 10: No Precarious Employment

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: A

Deadline date:

#### **GOOD PRACTICES:**

Nil

#### AREAS OF IMPROVEMENT:

The factory had established clear recruit policies to respect local law requirements. Confirmed through employee and employee representative interview, they need to sign standard labor contracts with factory and they kept one labor contract.

工厂建立了清楚地招聘程序来遵守当地的法规要求。通过员工和员工代表面谈,确认所有员工进厂时必须签标准的劳动合同,并且他们自己都留有一份合同。

#### Remarks from Auditee:

#### Performance Area 11: No Bonded Labour

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: A

Deadline date:

#### **GOOD PRACTICES:**

Nil

#### **AREAS OF IMPROVEMENT:**

The factory established policies to forbidden bonded labour. Confirmed through employee and employee representative interview, no physical or verbal abuse was noted with the factory.

工厂建立了禁止强迫员工政策。通过员工和员工代表面谈,确认工厂不存在体罚和口头侮辱。

#### Remarks from Auditee:

#### Performance Area 12: Protection of the Environment

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: B

Deadline date: 10/08/2018

#### **GOOD PRACTICES:**

None

#### AREAS OF IMPROVEMENT:

The auditee had established written environmental policies to respect local law requirements. The auditee invited qualified environment monitoring department to perform regular checks. The auditee established the effective procedure on storage and disposal of hazardous wastes discharged in this factory. And the hazardous wastes were disposed by qualified supplier.

受审核方建立了书面的环境方针政策来保证遵守当地的法律要求。受审核方还每年定期邀请有资质的环境监测部门来受审核方进行监测。受审核方建立了危险废弃物储存和处理的有效程序,危险废弃物交由有资质的机构进行处理。

12.1 - It was noted that the factory did not assess the environment impact caused by the production activities to the surrounding communities. This violated BSCI 12.1.

#### Remarks from Auditee:

None

#### Performance Area 13: Ethical Business Behaviour

Full Audit [Audit Id - 106012] Audit Date: 11/08/2017 PA Score: A

Deadline date:

#### GOOD PRACTICES:

None

#### **AREAS OF IMPROVEMENT:**

The auditee had established written ethic policy and none of any act of corruption, or any form of bribery in its activity was noticed during this audit. Meanwhile, the auditee kept accurate information regarding its own activities, structure and performance during this audit. And the factory had established privacy information procedure.

被审核方制定了书面的廉政政策并且在审核过程中并没有发现任何腐败或贿赂的商业行为。且被审核方在此次审核中保留了有关其商业活动、架构和绩效的准确信息。且工厂制定了保密信息的程序文件。

#### Remarks from Auditee:

**Producer: Quanzhou Baolijia Bags Co.,Ltd**DBID: 371700 and Audit Id: 106012 Audit Date: 11/08/2017

Audit Type : Full Audit



## Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	11/08/2017	106012	С	В	A	A	В	D	D	A	A	A	A	В	Α	С



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Audit Date: 11/08/2017

# BSCI An initiative of the Foreign Trade Association (FTA) Business Social Compliance Initiative

#### **Producer Photos**

Audit Type : Full Audit































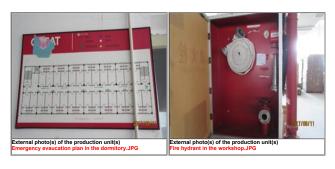


DBID: 371700 and Audit Id: 106012

Audit Date : 11/08/2017

Audit Type : Full Audit























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